



## State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

## Department of Administrative Services

TANI PACK DOWNING  
*Executive Director*

KENNETH A. HANSEN  
*Deputy Executive Director*

MARILEE P. RICHINS  
*Deputy Executive Director*

## Agenda

### DAS FY2022 Internal Service Fund Rate Review Committee Meeting

**DATE:** Wednesday, September 9, 2020  
**TIME:** 9:00 a.m.  
**PLACE:** Google Meet Virtual Meeting – to view or make a comment at the meeting, see notice below

#### I. Committee Business:

- a. Welcome – Todd Kiser, Insurance Commissioner and 2018-2019 Rate Committee Chair
- b. Determination Made Pursuant to Utah Code § 52-4-207
- c. Election of a New Chair
- d. Approval of minutes of September 11, 2019
- e. Open and Public Meetings Act Training –Attorney General's Office
- f. Overview of DAS and Rate Committee Responsibilities – Ken Hansen, Deputy Executive Director, Department of Administrative Services

#### II. Presentation by DAS Internal Service Funds

- a. **Finance** – Janica Gines, Assistant Director
  - Purchasing Card program
    1. Presentation
    2. Discussion
      - a. Committee
      - b. Public
    3. Action Items – Vote on FY 2022 Rates
- b. **Purchasing and General Services** - Christopher Hughes, Division Director
  - Cooperative Contracts program
  - State and Federal Surplus Property programs
  - Print Services program
  - State Mail and Distribution Services program
    1. Presentation
    2. Discussion
      - a. Committee
      - b. Public
    3. Action Items – Vote on FY 2022 Rates
- c. **Facilities Construction and Management** – Nick Radulovich, Assistant Division Director
  - Facilities Maintenance program
    1. Presentation
    2. Discussion
      - a. Committee
      - b. Public
    3. Action Items – Vote on FY 2022 Rates and Rate Changes

- d. **Risk Management** – Brian Nelson, Division Director
  - Liability Insurance program
  - Property Insurance program
  - Auto Insurance program
  - Workers Compensation program
  - Learning Management System (LMS)
    - 1. Presentation
    - 2. Discussion
      - a. Committee
      - b. Public
    - 3. Action Items – Vote on FY 2022 Rates and Rate Changes
- e. **Fleet Operations** – Stewart Cowley, Division Director
  - Motor Pool program
  - Fuel Network program
  - State Travel Office program
  - Transactions team program
    - 1. Presentation
    - 2. Discussion
      - a. Committee
      - b. Public
    - 3. Action Items – Vote on FY 2022 Rates and Rate Changes

Subsequent Meetings (if necessary)

Wednesday, September 16, 2020, Google Meet virtual meeting, 9:00 a.m.

Friday, September 25, 2020, Google Meet virtual meeting, 9:00 a.m.

COMMITTEE MEMBERS

Richard Amon, Chief Financial Officer, Utah System of Higher Education

Mark Brasher, Deputy Director, Department of Human Services

Joseph Brown, Division Director, Department of Public Safety

Todd Kiser, Commissioner, Department of Insurance

Jacelon Maughan, Commissioner, Labor Commission

Chris Parker, Executive Director, Department of Commerce

Richie Wilcox, Budget and Financial Operations Specialist, Governor's Office of Management and Budget

**Notice:** A written determination has been made pursuant to Utah Code §§ 52-4-207(4) and (5) that conducting the meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. To view or make a comment at this meeting, **register before 12:00 Noon, September 8, 2020**, using the form at [https://docs.google.com/forms/d/e/1FAIpQLSdKBEwdKOwxqpr5B5n7AJ97H51\\_waWQJSWsvBkhaYCcDWGYQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdKBEwdKOwxqpr5B5n7AJ97H51_waWQJSWsvBkhaYCcDWGYQ/viewform?usp=pp_url). A link for the meeting will be provided to those who register before the deadline.

**ADA Notice:** In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Ms. Melissa Brown at the Department of Administrative Services, 4315 S 2700 W FL 3, Salt Lake City, Utah 84129-2138, or call 801-957-7171, at least three (3) business days prior to the meeting.